

TOWN OF NORTH ANDOVER

MOVIE AND FILM PRODUCTION POLICY

1.0 Policy Statement:

Commercial film companies may be permitted to use property under the control of the Town of North Andover for approved projects.

2.0 Purpose:

The film industry can provide both direct and indirect economic benefit to the Town. Pre-approval of projects ensures that Town property and the rights, safety and privacy of the citizens of North Andover are protected, while supporting this industry.

This policy identifies the application and approval processes for projects utilizing Town facilities and/or Town roads and the requirements which must be met, including payment of applicable fees.

3.0 Administration:

This policy is administered by The Town Manager's Office. The Town Manager or his designee shall be the initial contact for all filming projects and is responsible for expediting requests. All requests for filming shall require the approval of the Board of Selectmen.

4.0 Insurance Coverage:

An insurance certificate of general comprehensive liability naming the Town of North Andover as additionally insured, for the duration of the production, must be provided to the Town Manager's Office for all filming. The Town of North Andover will retain the original insurance certificate.

The amount of insurance coverage required is:

- \$5 million, for filming projects using Town facilities such as Town Hall, Town schools, Stevens Library, Stevens Estate, etc.
- \$2 million, for filming projects using Town parks or Town roads.

5.0 Filming on Town/Private Property:

5.1 Filming at Town Facilities (Including Parks):

Application Process:

Initial inquiries for filming in Town facilities should be submitted, in writing, to the Town Manager's Office no later than fifteen business days prior to the date of anticipated filming. Permission may be denied if the request cannot be accommodated within the available time frame.

The filming company must provide the following information:

- Proposed commencement and termination dates and times of scheduled filming, including preparation and final clean-up;
- The name and telephone number of a contact person and his/her backup who will be on-site during the filming;
- General outline of the action, including all set dressing and props, approximate number of production vehicles, cast and crew members, as well as any stunts or special effects;
- Specific locations and proposed alterations to Town property, including identification of any necessary facility services support.

Approval Process:

Once a filming request has been received by the Town Manager's Office, appropriate staff will be informed and a site meeting with the film company may be required to review the request and complete a walk through to determine any concerns or special requirements. At this time the required insurance, fees and deposits will be provided to the film company. The availability of the requested Town facilities or Town parks will also be determined at this time. The film company will be required to include the Town of North Andover in the list of credits.

Affected residents and businesses determined by staff must be notified in advance of any filming. To ensure minimal disruption, this notification letter must include the duration and location of the filming and any planned interference with pedestrian or vehicular traffic. In the event of business interruption, there should be consultation with the business associate(s) and/or individual businesses to determine if any compensation is required.

Once all requirements have been fulfilled, a location agreement will be prepared that will list all insurance, fees and deposits that are required.

5.2 Filming on Town Roads:

Application Process:

A filming application must be submitted at least fifteen business days prior to the date of anticipated filming. Any anticipated road closures must be defined to allow adequate time for proper planning. Once the request is approved, North Andover will notify its emergency services of the anticipated filming.

Approval Process:

The film company must receive additional approval from the Board of Selectmen in cases involving the following:

- To allow filming on roads in residential areas on more than one occasion per calendar year;
- To allow filming to proceed before 7:00 a.m. or after 7:00 p.m., or any time on Saturdays, Sundays or statutory holidays;
- To allow overnight parking of production vehicles;
- To allow equipment, including lighting and generators, to be oriented toward neighboring residences;
- To allow for a road closure

In all cases, a letter must be distributed by the film company to all residents and businesses that will be affected by the filming or by the parking of film-related vehicles during production. The letter must contain emergency telephone numbers for relevant film company staff.

Production vehicles will be issued permits for parking privileges at or near the film location. The Town reserves the right to limit the number of and size of the vehicles to ensure public safety. This permit does not provide permission for parking of vehicles in prohibited areas or in contravention of any regulation of the Massachusetts General Laws or North Andover By-laws/Ordinances, unless specifically approved.

The services of paid-duty police officers may be required for the purpose of traffic control, traffic stoppages, and permit compliance. If such services are required, the film company is responsible for retaining the officers, and for payment of all associated costs.

Once all of the required conditions have been met, the Town of North Andover will issue a filming permit along with vehicle parking permits to the film company.

Proper signage as determined by the North Andover Division of Public Works should be posted along the roadway well in advance of any intermittent stoppages or road closure.

5.3 Monitoring:

The film company must keep a copy of all permits that have been issued by the Town Manager's Office and/or the Commonwealth of Massachusetts on site for the duration of the filming.

Vehicle permits must be displayed in the front window of all production vehicles. The film company must place signs in public access areas to inform residents that the facility/area is being used for filming and delays may occur.

Upon completion of filming, the film company will be responsible for clean up and repair of any damages. The facility/area will be inspected for clean up and damages within 48 hours of completion of scheduled weekday events or within 72 hours of completion of weekend events. The film company will be given first opportunity to clean up and repair any damages within a reasonable time frame specified by the Town. If the work is not completed to the satisfaction of the Town, the Town will complete any remaining clean up and/or repair and the cost of such will be initially deducted from any deposits held and any remaining costs will be invoiced to the film company.

5.4 Special Circumstances:

Noise: All filming must comply with any Town by-laws, unless an exemption in writing is granted by the Board of Selectmen.

5.5 Explosives/Fires/Pyrotechnics:

Should the filming involve explosives, the film company must obtain a letter of understanding acknowledging that explosives may be used in the production. This letter must be obtained from the Fire Chief and shall be attached to the permit for facility use. A copy of the letter will be forwarded to the Chief of Police.

All explosives are to be detonated in accordance with the Explosives Act of 2002.

A member of the North Andover Fire Department and North Andover Police Department shall be in attendance if there are any fires or explosions to be undertaken. All open air burning requires a burning permit.

Neither explosives nor fires shall be allowed within any Town-owned building.

5.6 Security Deposit:

A security deposit in the form of cash, certified check or any other method acceptable by the Town of North Andover is required and will not be released until the facility/area has passed inspection. All outstanding costs of clean up, repairs to damages, staff costs, and additional rental time must have been paid by the film company prior to release of any deposit monies. The following is a guideline for security deposits. These amounts may be adjusted based on the nature of the production:

- Town of North Andover Facilities - \$5000.00
- Town Parks - \$2000.00
- Town Roads - \$2000.00

5.7 Filming on Private Property:

In the event that filming is taking place on private property, to ensure the public safety and welfare, the Town of North Andover shall be notified of the filming within fifteen business days of the commencement of the filming. The film company will be required to advise area residents of their intent to film and duration of the production. The Town Manager will advise the members of the Board of Selectmen of the filming.

The Town Manager's Office will advise the film company that they must notify North Andover Fire Department and North Andover Police Department if any special effects are going to be used. If required, they must obtain the necessary permits.

The film company will also be advised that all municipal by-laws must be adhered to.

5.8 Facility and Permit Fees:

Fees for the use of Town property for film production purposes shall be negotiated between the Town and the film company and will be included in the location agreement. Consideration will be given to what property is being used, the duration of the use, and any potential inconvenience to Town operations or the public.